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DDA 76-2334OS REGISTRY
FILE OR M6

7 May 1976

MEMORANDUM FOR: Mr. Enno H. Knoche
 FROM : John F. Blake
 Deputy Director for Administration
 Hank:

1. I mentioned to you the other day that I was in process of compiling a list of items concerning which, as time is available to you, I believe you would be well advised to receive specific briefings. According to your pleasure, I will be happy to arrange them for you or, alternatively, you may desire as a matter of convenience to schedule them directly with the Offices. In the latter case, the Office Directors will let me know and, on certain subjects, I might like to sit in.

2. The specific items are as follows:

a. The personnel security clearance standards and a review of the decision-making process involved in arriving at determinations
-- Mr. Gambino.

b. The Personnel Evaluation Board (PEB). This is a management device used to bring to bear a collective judgment on cases of suitability or continuing employment when no one element, security, medical, or job performance, is overriding but at least two of those elements are present -- Mr. Janney.

c. Briefing on the extent of the Summer Intern and Student Co-op Programs -- Mr. Janney.

d. Participation by the Office of Security in the overseas counter terrorism program -- Mr. Gambino.

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e. A briefing covering the entire spectrum of space matters -- Mr. McDonald.

f. A briefing on duality of the contracting delegation of authority that currently exists in this Agency -- Mr. McDonald. I also will actively participate in this discussion.

g. A briefing on the role played by Medical Officers in this Agency. This is at times a sensitive area and is not the same as the briefing on the mission and functions of the Office of Medical Services -- Dr. Bohrer.

h. An overall briefing on the current status of Automatic Data Processing matters -- Mr. May.

i. A briefing on the current status of handling Freedom of Information Act and Privacy Act matters -- Messrs. [redacted] Wilson.

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3. I have drawn the above list together on the basis of the current significance or the sensitivity of the items. Five of the Directorate Offices and one of its Staff are involved. I have not listed items which bear on the responsibilities of the Offices of Communications, Finance, and Training at this time. I would suggest, at the time you have been briefed on matters listed above, I prepare a further and smaller list on the significant and/or sensitive matters pertaining to the remaining three Offices.

[redacted]
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John F. Blake

Distribution:

Original - Mr. Knoche
1 - ER
1 - Ea. DDA Office Director
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Remarks:

To D/SEC. :

YOU MAY WANT TO
ADDRESS YOUR TASKING
HERE AT A 9¹⁵ STAFF
MEETING.

Bonifacio M. Knobbe on 28 May 76 Jm

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